

JOB TITLE	Administrative Secretary 2–Home Placement/P.E.N.T./Work Education
DEPARTMENT	Career Studies
LOCATION	Division Office
REPORTS TO	Home Placement/P.E.N.T. Coordinator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

The Administrative Secretary provides support to the Career Studies Department, including the Home Placement/P.E.N.T. Program and Work Education Program. The incumbent prepares advertisements for P.E.N.T. vacancies and maintains the student database. The Administrative Secretary is responsible for preparing for approval monthly room and board payments and travel claims for P.E.N.T. students and student allowances. The incumbent assists with the transportation of students to student activities, the airport or bus depot. The Administrative Secretary demonstrates excellent interpersonal and customer relations skills on the phone, email and in person.

QUALIFICATIONS

Education

- Grade 12
- One year post-secondary secretarial and/or business training from a recognized educational institution.

Experience

- Two years administrative experience.
- Valid Manitoba Driver's license.

Knowledge, Skills and Abilities

- Knowledge of basic accounting.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing, spreadsheets, presentation software database applications and publishing applications.
- Excellent written and verbal communication skills.
- Excellent interpersonal and customer relations skills.
- Strong organizational and planning skills.
- Ability to exercise initiative and independent judgment in determining work priorities, budget and program requirements.
- Ability and interest in working with students, parents and house parents.
- Ability to work with minimum direct supervision.

DUTIES AND RESPONSIBILITIES

- Provides Administrative/Secretarial support such as composing routine correspondence, editing correspondence, preparing standardized reports, newsletters, brochures and memoranda from verbal direction or from own knowledge.
- Provides Administrative/Secretarial services to other Department staff as assigned by the Assistant Superintendent.
- Demonstrates excellent interpersonal and customer relations skills.
- Establishes and maintains the student database. Records and distributes student enrolment.
- Prepares, maintains and distributes reports, records and statements.
- Develops, compiles and maintains student data including school reports, marks and transcripts and distributes data.
- Receives and compiles for approval, invoices and statements relative to the provision and payment of goods and services for the Home Placement and Work Education Program.
- Prepares for approval and signature monthly room and board payments and student allowances and distributes payment cheques.
- Arranges travel for students including bus passes and prepares travel claims for parents.
- Prepares advertisements for P.E.N.T vacancies and distributes application packages.
- Prepares and distributes room and board payments and travel claims for P.E.N.T students during the spring and summer sessions.
- Assists with the preparation of meetings, special events, and student orientations.
- Transports students to student activities, the airport, and bus depot.
- Assists Administrative/Secretarial staff with incoming/outgoing Division Office mail, switchboard and reception relief.

Performs other duties as assigned.

CONTACTS

Division, Area and school personnel

General public - parents and students outside of Frontier School Division

WORKING CONDITIONS

Some travel required.

General office conditions.

This is a 12 month per year position.

PHYSICAL AND VISUAL REQUIREMENTS

Able to lift up to 15 kg boxes.

Visual concentration and repetitive keyboarding tasks approximately 70% of the time.

EQUIPMENT USED

General office equipment

Personal computer and a variety of software packages